

Holiday Dinner Planning Schedule

WHEN?

WHAT?

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| 1 month prior | Newsletter article and Email Blast asking for: food, help, contributions (Attachment 1) |
| | Flyer mailed out to local agencies (Attachment 2 and 3) |
| 3 weeks prior | Updating spreadsheet starting now and ongoing, with volunteer help and food to be donated (Attachments 4 & 5) |
| 2 weeks prior | Updating spreadsheet continues |
| 1 week prior | Do inventory of food pantry supplies (Attachment 6) |
| | Make calls or emails for missing food items (example: cooked turkeys for Thanksgiving, Hams & poultry for Christmas and Easter) |
| 3-4 days prior bring | Shop for everything else that volunteers haven't said they'd bring |
| 1 day prior | Last minute shopping |
| The Day cooking/warming, start (Attachment 7) | 9am: arrive at church, turn on ovens, get food in pans and begin cooking/warming, start gravy, make coffee 10am: with volunteers, set up tables and hot plates & crock pots 11am: food on hot plates, desserts out, servers in place 11:30am: open doors and start serving, clean as we go 2:00pm: begin packaging leftovers for transfer to Park Hotel or other location 3:00pm: finish cleaning up & transport leftovers |

Attachments:

1. Newsletter article & Email Blast
2. Holiday Dinner flyer
3. Local Agency list
4. Volunteer list
5. Donated Food list
6. Inventory list
7. Setup diagram

